

MEMORANDUM

To: Ryan Jackson
Chief of Staff

From: Sarah Greenwalt 

Date: April 9, 2018

On February 27, 2018, I drafted an email to Kyle Barja stating that I had not seen “any documentation that will reflect an increase in salary as previously discussed with the Administrator.” Given the inquiry into the process by which a subsequent increase in salary occurred, I feel it necessary to clarify that statement.

As you are aware, I previously held the title of “Senior Advisor to the Administrator for Water and Cross-Cutting Issues.” You are also aware that in January, the Administrator and I discussed taking on a new role with expanded responsibilities—“Senior Counsel to the Administrator.” At the time that promotion was discussed, I asked generally if that would encompass an increase in salary commensurate with the increase in responsibility and portfolio. At no time was there ever a discussion with the Administrator as to what that new salary would be, or the process by which that salary would be determined.